

1888 Century Park East Electronic Tenant® Portal

Created on October 13, 2015

Amenities: Amenities

1888 Gift Shop

(310) 552-2939

Convenient cards & gifts for any occasion, snacks and sundries available.

Caffe Paraggi

(310) 553-1888

Located outside of the building on Century Park East. Serving daily lunch specials.

Century City Auto Detail

(323) 326-6130

P8 Level of the parking garage. Car wash and auto detail available while you work.

Century Cleaners

(310) 204-3555

Located on the lobby level. Dry cleaning, laundry services and same day service available.

Edibles Café

(310) 556-2790

Located on the lower level of the building (stairs located in back lobby). Offering cooked to order breakfast and lunch, including fresh brewed coffees and a variety of pastries.

[Greenleaf Gourmet Chop Shop](http://www.greenleafchopshop.com/)

(424) 239-8700 <http://www.greenleafchopshop.com/>

Located outside of the building on Century Park East. Serving health conscious, breakfast and lunch including fresh organic salads and sandwiches.

The Flower Studio

(310) 785-0669

Located outside of the building on Century Park East. Custom flower arrangements; delivery available.

First Republic Bank

(877) 743-7777

[Amenities PDF](#)

Amenities: Communication Providers

1888 Century Park East offers several options for Communication Providers. Below are some of the recommended providers that are currently present in the building.

Cogent Communications

Ryan Burke

Regional Account Manager

Phone: (424)646-4237

Email: rburke@cogentco.com

[Cogent Communications PDF](#)

Time Warner Cable Business Class

Sean Do

Premier Account Executive

Phone: (714) 414-1386

Email: sean.do@twcable.com

[Time Warner Cable PDF](#)

DirecTV B2B TV

Lindsey Richman

Phone: (310)490-5068

Email: Lindsey@b2b-tv.tv

Emergency Procedures: Bomb Threat

If there is a bomb threat in the building or surrounding area, you will be notified by the Building Management Office.

If you receive a bomb threat:

- Stay calm. Do not panic.
- Keep the caller talking. Ask questions like:
- Who is calling?
- What does the bomb look like?
- Where is the bomb located?
- When is the bomb going to explode?
- What is the bomb made of?
- Why are you trying to harm us?
- Do not put the caller on hold.
- Attract the attention of a nearby person to call 911 (This message can be written on a piece of paper.)
- Write down as much as you can of what the caller is saying.
- Note any background noises or identifying characteristics of the voice.
- Notify Building Management at (310) 299-7260.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope ¼" to ½" thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated, and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. - rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25 foot radius around the package.
- Notify the police at 911 and Building Management.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be recalled, and the police will be summoned. Entrances and exits from the building may be restricted.

Emergency Procedures: Earthquake

Earthquakes tend to happen where they have occurred in the past, and California has a history of earthquakes. The actual movement of the ground is seldom the direct cause of any emergency that may arise; most casualties result from falling objects and debris because the shocks can shake, damage, or demolish buildings. Because earthquakes are not predictable, they are often felt before any warning signal can be sounded.

During an earthquake:

- Find some kind of covering.
- Place your hands over your head and neck for protection.
- Kneel down in a hunched position next to an inside wall or under a table or desk.
- If you are inside the building, stay inside.
- Stay away from any dangerous area, such as under heavy objects that may fall, or near windows and other large pieces of glass.

After an earthquake:

- Be prepared for aftershocks.
- Administer first aid as necessary.
- Stay calm and try to calm others.
- Check your area for fires, cracked walls or ceilings, broken windows, jammed doors, ruptured gas lines or the smell of gas, or broken water lines.
- Use a battery powered radio or television to get information and instructions.

Locate any flashlights and batteries in your area.

Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Press the black emergency button near the elevator control panel. This button automatically calls the security desk. Please hold until you receive a response. Tell the person on the line the elevator number and the floor location. A member of the Building Management team or security will maintain two-way communication with occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, its doors will open, and it will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Procedures: Emergency Numbers

Fire/Rescue/Police	911
Building Management Office	(310) 299-7260
Building Security/After Hours Emergencies	(310) 299-8023
Fire Department (non Emergency)	(310) 281-2700
Police Department (non Emergency)	(310) 444-0702
Hospital	(310) 825-9111

Important Notes:

If you call 911 as a result of a medical emergency, please be sure also to notify the Building Management Office with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Building Management Office, unless you have something specific to report. Building Management is aware of the alarm, as well as the source of the alarm, whether it's a false or legitimate emergency. Please keep the telephone lines clear so that Building Management may attend to the situation as quickly and efficiently as possible.

Emergency Procedures: Fire

In the event of a fire, the fire alarm will sound and strobes will flash on your floor. If you discover a fire in your suite, call 9-1-1. For your use, there are two fire extinguishers located in the stairwells on each floor; however, even if you are successful in extinguishing the fire, the fire department must be notified so they can inspect the area and make sure the fire is completely extinguished.

When you hear a fire alarm:

1. Leave the floor by the closest stairwell. Do not use an elevator. Walk down the outside of the stairwell because the fire department will need to use the inside. As you leave your office, shut doors behind you to help stop the fire from spreading.
2. Go four floors down and check the door to re-enter the building. If there is smoke coming from under the door, if the door is hot, or if the alarm is still sounding on this floor, proceed down another four floors and check again.
3. Go to the elevator lobby of the safe floor and wait for instructions.

Stay calm. Follow instructions given over the building's speaker system by Fire Department or Building Management personnel.

Emergency Procedures: Fire and Life Safety Training

We provide [RJ Westmore online training](https://rjwestmoretraining.com), a unique and effective online training program for the tenants at 1888 Century Park East. There are several short animated videos that provide a comprehensive overview of the building's emergency procedures. We recommend that this be viewed on an annual basis by all building occupants and within 30 days for new personnel.

This resource provides the following information:

- General building information
- Emergency systems of the building
- Emergency procedures "What to do in case of"
- Floor warden/tenant training
- List of floor wardens for each suite

Website Information:

<https://rjwestmoretraining.com>

What to Do in an Emergency

In the event of any emergency, look to your Floor Warden for guidance. He or she will know the proper procedures; it is important to follow his or her instructions. Please use the RJ Westmore system to inform the Building Management Office of any individuals with temporary (a broken leg, for instance) or permanent mobility impairments.

Emergency Procedures: Homeland Security

1888 Century Park East recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

Emergency Procedures: Tenant Floor Warden

By California State Law, tenants are required to maintain a minimum of one floor warden per suite. Floor wardens receive special training related to fire and life safety. In the event of an emergency, they will play a key role in ensuring an orderly and complete evacuation of affected floors. To comply, please register one (or more) floor wardens on the [RJ Westmore](#) web site. Instructions are included in the tenant contact information document.

Introduction: Welcome

CommonWealth Partners is proud to welcome you to 1888 Century Park East. We hope all of your needs are met here, and we look forward to serving you. This handbook will inform you of the services available in the building and provide answers to frequently asked questions. We recommend you bookmark this site for future reference.

1888 Century Park East is proudly managed by CommonWealth Partners. Our office, located on the Eleventh Floor in Suite 1108, is open from 8:30 a.m. to 5:30 p.m., Monday through Friday. We can be reached by phone at (310) 299-7260, and by fax at (310) 299-7259 . Please contact us with any questions you may have.

Introduction: About 1888 Century Park East

Address:	1888 Century Park East, Los Angeles, CA 90067
Number of Floors:	20 (1 - 21, No 13th floor)
Total Rentable Square Feet:	504,526
Average Floor Size:	25,203
Building Completion/Occupancy:	1970 - last renovation in 2005
Building Exterior:	Curtain Wall System with 1/4; solar bronze glaze windows, black & bronze anodized aluminum mullions.
Floor to Floor Height:	12' 2"
Finished Ceiling:	8' - 9'
Mullion Spacing:	East & West 5' 0" O.C. North & South 56" O.C.
Typical Column Spacing:	East & West 25' 0" Typical North & South 22' 0"
Typical Foundations:	Concrete spread footings
Framing:	Pour in place concrete using expanded shale aggregate, supported by structural steel frame
Location Advantages:	Convenient freeway access Close to desirable residential areas of West Los Angeles, Beverly Hills, Bel-Air, Santa Monica and Westwood Nearby restaurants, shopping, theatres and luxury hotels
Elevators:	Otis Elevators - 9 passenger cabs - lower bank, 5 cabs - upper bank, 4 cabs, 1 freight and 2 garage cabs travel at 450 FPM with a 20 person capacity
Security:	Security Service including an on-site security team 24/7, video cameras & access cards.
Life Safety:	Building is fully sprinklered. Annunciator alarm panels in the lobby and fire control room. Annunciator alarm with zones monitored by security. Fire Control Board monitored by Kastle Systems. Smoke detectors, duct detectors, pull stations, strobes, audible alarms, tamper sensors, flow sensors, damper & fan actuation.
HVAC:	The EMS (Energy Management System) is run by Building Engineers and is manufactured by Siemens, permitting off-site remote control with a laptop or PC. The EMS allows tenants to request floor-by-floor after-hour HVAC via direct telephone interface and/or web base accessibility 24/7. After hours cost at \$75/hour
Electrical:	Lighting: Per title 24 requirements: between 2.0 watts per square foot (depending on application)
Office Power:	Approx, 3.0 watts per square foot based on 50 KVA at 0.9 power factor.
Riser:	The risers are managed by D&M Communications. Fiber Optics are provided by Cogent and High Speed internet is provided by AT&T
Building Amenities:	<ul style="list-style-type: none">- Valet Parking- ATM- Sundry Shop- Coffee Shop- Restaurant/Café- Flower Shop- Dry Cleaners Pick-up/Drop-off- On-site Car Wash
Architects:	Welton Becket & Assoc. HKS (renovation architects)

Builder:

Tishman Construction

Introduction: About Commonwealth Partners

[Commonwealth Partners](#) was founded in 1995 by senior members of a diversified development and operating team that had worked together for 15 years. Together they developed over 20 million square feet of large-scale, premier-quality office and mixed-use projects that set new standards of excellence in serving the needs of corporations, professional firms and financial institutions.

CommonWealth Partners has been successful in establishing strong tenant relationships: we believe that the tenant-landlord relationship is a partnership that benefits from an owner-operator approach. In other words, the owner-operator (and not a third party) is in the best position to control property management services. Managing the properties we own results in both cost-efficiency and superior tenant service. CWP operates based on the belief that our customers demand not only high quality office space but also a broad range of services to support and enhance their core business operations. CWP strives to understand our customers' businesses, and to work cooperatively with them to provide targeted building amenities and service programs - programs that will serve their needs and enhance their productivity, as well as meticulously maintain the physical foundation of each asset.

For more information on Commonwealth Partners, access www.commonwealth-partners.com.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents at any time by clicking the clearly labeled link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as [Forms Section](#) and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. In order to keep you abreast of your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at the property.

If you are having trouble accessing the Electronic Tenant® Portal or need assistance, please e-mail or call the Management Office.

Operations: Accounting

Rental Payments

Payments are due on the 1st of the current month and are considered late if received after the 5th of the current month.

Make Checks Payable to: FSP-1888 Century Park East, LLC

Remittance Address:

Lockbox #074641
PO Box 844641
Los Angeles, CA 90084-4641

Wire/ACH Instructions:

Wells Fargo Bank, NA
420 Montgomery Street
San Francisco, CA 94104
Acct#: 498-2678526
ABA#: 121000248

For more information, please view the [1888 CPE Rent and Parking Payment Instructions](#)

Parking Payments:

All parking rents shall be made payable to and delivered to the following account:

Remittance Address:

FSP-1888 Century Park East, LLC
Lockbox #074630
PO Box 844630
Los Angeles, CA 90084-4630

Wire/ACH Instructions:

Wells Fargo Bank, NA
420 Montgomery Street
San Francisco, CA 94104
Acct#: 498-2678542
ABA#: 121000248

Operations: Building Management

The staff of 1888 Century Park East is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in Suite 1108.

Please do not hesitate to contact the management office at:

CommonWealth Partners

Property Management Team:

Melissa Navas
Property Manager
Email: mnavas@cwpm-s.com

Roger Salgado
Assistant Property Manager
Email: rsalgado@cwpm-s.com

Phone: (310) 299-7260
Fax: (310) 299-7259
1888 Century Park East, Suite 1108
Los Angeles, CA 90067

Please direct all requests and questions concerning the building to the Management Office at the above number. Office hours are Monday through Friday, 8:30 a.m. to 5:30 p.m.

Operations: Parking Office

The 1888 Century Park East Parking Garage is operated by Standard Parking. Their office is located on level P3 of the parking garage. The hours of operation for the office are 7:30AM to 4:00PM, Monday through Friday. You can reach the 1888 Century Park East Parking Office at (310) 277-2162.

[Parking Rules and Forms](#)

Parking Office Contact:

Divina Aquino

Facilities Manager

Email: daquino@spplus.com

Valet Desk Phone: (310) 277-0240

Operations: Building Hours

Weekdays:

- Building is open to the public between 8:00 a.m. and 6:00 p.m.
- No access card is needed to gain entry.

Weekends:

- Building is closed. Access card is needed to gain entry.

Holidays:

- Building is closed on most major holidays. Management will alert all tenants in advance of any holiday closure.

Operations: Engineering

1888 Century Park East has a team of four Engineers. They are onsite Monday through Friday, from 6:00AM to 6:00PM.

Engineering Team:

Bill Anderson
Chief Engineer
Phone: (310) 299-7299
Email: wanderson@cwpmc.com

Justin Weaver
Lead Engineer
Email: jweaver@cwpmc.com

Operations: Leasing

The leasing company for 1888 Century Park East is Jones Lange LaSalle IP, Inc., located at 2049 Century Park East, Suite 2750. The main phone number is (310) 595-3818.

Leasing Team:

Josh Wrobel
Managing Director
Phone: (310) 595-3648
Email: Josh.Wrobel@am.jll.com

Brian Neihaus
Vice President
Phone: (310) 595-3824
Email: Brian.Niehaus@am.jll.com

Jaclyn R. Ward
Associate
Phone: (310) 595-3618
Email: Jaclyn.Ward@am.jll.com

Operations: Security

Building Security is onsite 24 hours a day, 7 days a week.

Security Contact:

Ronald Lakes

Post Commander

Phone: (310) 449-2996

Email: 1888security@cwpmc.com

Security Lobby Console Phone: (310) 299-8023

Operations: Janitorial

ABM Janitorial Services provides the cleaning services in 1888 Century Park East. Please contact District Manager Mario Garay for any proposals or extra services you may need.

Janitorial Contact:

Mario Garay
District Manager
Phone: (323) 725-5347
Email: Mario.Garay@abm.com

Policies and Procedures: Contractors

CommonWealth Partners takes great pride in its properties and therefore has stringent rules for construction projects at 1888 Century Park East. These procedures provide information for all Tenants and Contractors and list the requirements for construction projects within the building. If at any time, you as a Tenant will be involved in a construction project, the construction within your leased space must comply with our rules and regulations.

[Landlord Design & Construction Requirements](#)

Policies and Procedures: Event Planning Requirements

[Event Planning Requirements](#)

[LAFD Change of Use Guidelines](#)

Policies and Procedures: General Rules & Regulations

The following rules and regulations shall apply to the Premises, the Building, any parking garage or other parking lot or facility associated with 1888 Century Park East.

[Building Rules & Regulations](#)

[Parking Rules & Regulations](#)

[1888 Freight and Loading Dock Guidelines](#)

Policies and Procedures: Insurance Protection

In general, Tenant insurance requirements will be outlined in your lease agreement. In terms of vendor insurance, we strongly recommend that you obtain a Certificate of Insurance naming your company as an additional insured.

[Tenant Insurance Requirements](#)

[Vendor Insurance Requirements](#)

Policies and Procedures: Moving Rules and Regulations

[Freight and Loading Dock Guidelines](#)

Our goal at 1888 Century Park East is for you to have a safe and successful move. These rules and regulations are designed to protect you (the tenant) as well as the building. To prepare for your move, please read this thoroughly. If you have any questions regarding the move-in process, please contact us at (310) 299.7260

SCHEDULING

Moves and deliveries of heavy/bulky items must take place outside of business hours:

Monday - Friday: 6:00 p.m. - 8 :00 a.m.

Saturday - Sunday: any time

Tenant (not vendor) must contact Commonwealth Partners at least five (5) business days in advance to schedule a move/delivery. Required information includes: date and time the vendor will arrive, name of the vendor, and floor/suite the vendor requires access to. For liability reasons, we will ask for a copy of your contract with the vendor, as well as proof that your vendor has insurance.

LOADING DOCK / FREIGHT ELEVATOR

Vendors should utilize the loading dock, which is located directly behind the building. At the dock, the vendor will check in with security, who will provide access to the freight elevator. Use of the loading dock is limited to loading and unloading only. Personal vehicles are prohibited. There is no exclusive use of the freight elevator - tenants/vendors are not allowed to "prop open" the freight elevator door.

Note: Loading dock clearance height is 15 feet; truck length limit is 47 feet.

LIABILITY

CommonWealth Partners strongly recommends that tenants employ experienced and professional movers: the tenant - and not the vendor - assumes full liability for any damage incurred during a move or delivery. To protect themselves, tenants should hire vendors that are licensed, bonded, and insured. In addition, they should obtain a certificate of insurance from their vendor(s), listing them as an additional insured party. If property damage occurs, Commonwealth Partners will hold the tenant responsible.

PROTECTION

The building (corridors, doors, stairwells, elevators, floors, walls, etc.) must be protected at all times. Floors must be covered by Masonite or plywood, and corners and door frames with cardboard or quilted pads. The move must be strategically planned and orchestrated so that affected areas are safeguarded against damage. You, the tenant, assume full responsibility for protection of the building and incur any and all costs associated with said protection.

Policies and Procedures: Parking Rules and Forms

[Parking Agreement Form](#)

[Parking Rate Sheet](#)

Policies and Procedures: Smoking

1888 Century Park East maintains a no smoking policy throughout the building, including all common areas, the lobby, rest rooms, stairwells and elevators. Please do not smoke within 75 feet of any building entrance.

Security: General Office Security

1888 Century Park East enjoys many safety features. They are:

- 24/7 Security officer presence
- After-hours access system allowing access to the building after business hours
- Online fire life safety training for all occupants at 1888 Century Park East; can be accessed as frequently as desired
- After-hours security escort to parking garage available upon request
- Call box intercoms located at:
 - P8 Level Elevator Lobby
 - P3 and P4 Entrance Lances
 - P3 and P4 Exit Lanes
 - East and West Lobby Entrances on pillars
- Classes throughout the year on emergency procedures, personal safety and other topics

Security: Key and Access Cards

Upon move in, you will receive keys to your suite. These will be available prior to the arranged move in date. Thereafter, you will be charged for additional keys. To order new keys, submit an Angus AnyWhere Ticket online. Please include the key number, which is found on any key that fits the lock. In most cases, our engineers will have the new keys ready within 24 hours and will deliver them to you personally.

Access card requests must be authorized by designated personnel in your office. Access cards provide 24/7 access to the building, and tenants will not be granted access without their card. You will need [to submit an Angus AnyWhere ticket](#) for each new card or for any changes to an existing card. You will [use the Angus AnyWhere system](#) for replacements of lost or damaged cards, for discontinued cards, and for any changes in cardholder or access needs. Please submit an Angus AnyWhere Ticket for any new/replacement access cards.

[Please refer to the Above Standard Rate Sheet for charges concerning Access cards.](#)

Security: Lost and Found

The lost and found is handled through the Security Department. In order to reclaim lost property, it will be necessary to present identification and properly describe the property before it is released to your custody. Please email Post Commander Ronald Lakes at 1888security@cwpmc.com, or stop by the security console for more information.

Security: Moves and Deliveries

Our goal at 1888 Century Park East is for you to have a safe and successful move. Our rules and regulations are designed to protect you (the tenant) as well as the building. To prepare for your move or delivery, please click here for the [Moving Rules and Regulations](#). If you have any questions regarding the move-in process, please contact us at (310) 299.7260.

Security: Property Removal

When removing items, please follow all [Moving Rules and Regulations](#).

You may not leave unwanted items on the loading dock.

For your convenience, 1888 Century Park East holds electronic recycling events. Please contact the Building Management Office for a list of dates.

Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Building Management Office at (310) 299-7260 and we will send appropriate personnel to escort them off of the premises.

Services: Building Signage

The Building Directory is located in the Lobby. To provide the listing information for your office or to make changes, submit an Angus AnyWhere Ticket. These requests need to be submitted to the Building Management Office. The amount of Directory name strips allotted per Tenant, unless as otherwise specified by the lease, is limited to one (1) name strip for each 1,000 rentable square feet on premises.

All signs will be made at the tenant's expense. All signage requests must be reviewed and approved by Building Management. Please allow 4-6 weeks for completing signage graphics.

[Directory Strips and Signage Request Form](#)

Services: Freight Elevator

Freight elevator capacity is:

- Freight elevator door clearance 8' H x 42"W
- Elevator cab is 69" D x 67"W
- Weight: 4,000 lbs.
- Please note vertical clearance at freight entrance driveway, under pedestrian bridge, is 13' 6" to 14' 6" clear.

Freight Elevator

Requests for use of the freight elevators, for any dedicated purpose, shall be made to Office of the Building [via the Angus AnyWhere System](#) at least 48 hours in advance. Optimal times for extended use of the freight elevator are 6:00 p.m. to 8:00 a.m. (Monday - Friday) or weekends in order to avoid conflicts with daytime routine deliveries and nighttime janitorial crews. The freight elevator cannot be reserved during regular business hours. An "exclusive" reservation of the freight elevator must be shared with other scheduled building activities that occur after hours (i.e. contractors using the freight elevator to access their floor, but not to deliver or remove items) and with the janitorial staff. A freight elevator operator is mandatory for all vendors/contractors. The cost of a freight elevator operator is \$35.00 per hour, with a 4 hour minimum. A request for an operator must be made via the Angus AnyWhere System, at least 2 days prior to the move. Please note: In the event the freight elevator is not functioning due to malfunction or emergency repair, every effort will be made to provide limited alternative access via a padded passenger car. In no event will the building take responsibility for cost or scheduling changes as a result of the interruption of the freight elevator. The freight elevator is to be used by vendors, construction personnel and equipment only. Under no circumstances are vendors or construction personnel with materials and/or tools to use the passenger elevators. All persons that wish to have access to the freight elevator for any reason must show a valid identification card, which shall be recorded by the loading dock officer.

[Freight and Loading Dock Guidelines](#)

Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Building Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

[1888 Century Park East Staff Contact List](#)

[Tenant Contact Form](#)

[Parking Agreement Form](#)

[Parking Rate Sheet](#)

[1888 CPE Rent and Parking Payment Instructions](#)

Services: HVAC

1888 Century Park East provides quality Heating, Ventilation, and Air Conditioning (HVAC) to the tenants in the building. Our HVAC system supplies a continuous flow of fresh air into the building when the outside temperature is between 50 F and 75 F. If the exterior temperature is outside that range, a portion of the air is re-circulated to provide greater comfort and reduce operating costs. With sixty-eight zones per floor, our HVAC system provides precise zone control in heating and air conditioning the building.

Hours of HVAC operation vary depending on individual tenant leases. If you would like to know the hours of operation set forth in your lease, please call the Building Management Office at (310) 299-7260.

After hours HVAC is available at an hourly rate, which is determined by the equipment required and the resulting electrical consumption. To provide after-hours HVAC, please log onto the ACS website at <https://platform.geneaenergy.com> or dial (800) 316-2419.

If your suite, or part of your suite, is too hot or too cold, please [submit an Angus AnyWhere request](#). We will arrange to have our engineers adjust the temperature so that it is comfortable for you and within building standards (73° F, plus or minus 2° F).

[ACS Cloud Tenant Office Manager Training Manual](#)
[ACS Cloud Tenant User Training Manual](#)

Services: Janitorial Services

Janitorial services are provided nightly, Monday through Friday, as specified by your lease. Restroom porter services are also provided daily Monday through Friday according to lease specifications.

Special “janitorial” requests (i.e. carpet maintenance, kitchen cleaning, interior office glass cleaning, restroom clean-ups, vacuuming, mop-ups and assistance with moving furniture, etc.) and “trash” requests (i.e. pick-up and delivery of recycling boxes, trash bins or trash dumpsters, etc.) may be arranged by submitting an Angus AnyWhere request. Please note that these services are considered Above Standard and will be billed back to the tenant.

The interior and exterior windows are cleaned on a pre-scheduled basis. Building Management will notify you in advance when your windows will be cleaned.

Tenants are responsible for their own carpets. If you would like to have your carpets cleaned, Building Management can assist you in getting a competitive quote from a cleaning company. Please submit an Angus AnyWhere request if you are interested in obtaining a proposal.

Trash Removal

Nightly building trash removal is provided as a standard building service. Large-scale debris, such as that following construction or minor renovations is your responsibility as the tenant. For disposal of debris and boxes, please place an Angus AnyWhere Request.

If you have any questions or concerns regarding cleaning, please contact the [Building Management Office](#).

Services: Maintenance Requests

For your convenience this Handbook includes a link to the [Angus AnyWhere System](#). Use this system to submit routine maintenance requests directly to the engineering department; to track the status of previously submitted requests; to download important documents; and to communicate with the property management office.

1. Simply click on the link below,
2. Enter your username and password
3. Choose the action you would like to complete

[Click here to log into the Angus AnyWhere System](#)

[Angus AnyWhere Tenant User Manual](#)

Services: Postal Services

The mailroom is located on the basement level of the building and is open 24 hours a day, 7 days a week, to pick up mail from your assigned mailbox.

Upon move-in, Building Management will assign a mailbox and provide 1 key, free of charge.

Additionally, FedEx, Norco Delivery Services and UPS outgoing boxes are also located in the mailroom.

[Mail Service Information Form](#)

Sustainability: Overview

CommonWealth Partners is dedicated to minimizing our environmental impact and creating efficient, healthy and productive working spaces. Our Sustainability Policies and Programs are an integral part of the day-to-day operations at this property. These policies serve to maximize the efficiencies of our property management practices, minimize the environmental impact of building operations, and reduce operating expenses.

As a tenant, you do not have to abide by these policies but in so doing, your participation helps us:

1. Have a positive and sustainable impact on our community
2. Create a healthier working environment for our tenants

Sustainability: Corporate Sustainability

For more information about our sustainability programs, please visit our [Corporate Sustainability website](#).

Sustainability: Sustainability Policies and Procedures

Your go-to source for specific procedures, tenant guidelines or forms related to sustainability, including the Green Office Guide, Green Tenant Improvement Guide, Smoking Policy, and the Sustainable Purchasing Policy.

- **Green Office Guide:** The Green Office Guide provides simple, low-cost behavior strategies, best practices, and resources our tenants can use to create a green office. This guide is a starting place for you to learn more about the benefits of green buildings and inspire you to explore the many ways you can join us in providing a healthy work environment for your employees and be a positive image as a leader in sustainability. For further details, please refer to the [Green Office Guide PDF](#).
- **Green Tenant Improvement Guide:** The Green Tenant Improvement Guide serves to educate you, the tenant, about a variety of strategies you can use to green your interior space. This handbook will show you how greening your tenant space can result in employee health and productivity. For more specific tips on tenant improvements, please refer to the [Green Tenant Improvement Guide PDF](#).
- **Smoking Policy:** This policy is intended to prevent or minimize exposure of building occupants, indoor surfaces and systems to environmental tobacco smoke (ETS). [Smoking Policy PDF](#)
- **Sustainable Purchasing Policy:** The goal of the Sustainable Purchasing Policy is to reduce the negative environmental impacts of materials and supplies purchased, and to provide guidance toward responsible management practices. [Sustainable Purchasing Policy PDF](#)
- **Waste Management Policy:** The goal for this policy is to reduce the amount of waste and toxins hauled to and disposed of in landfills by recycling. You qualify for the MRP2 Prerequisite just by having this policy in place. The goal is to reuse, recycle, or compost at least 50% of ongoing consumable goods and reuse or recycle 75% of durable goods, recycle 100% of batteries and mercury containing lamps. [Waste Management Policy PDF](#)

Sustainability: Energy Conservation

As tenants, you have the biggest impact in reducing your building's operating costs and saving energy. You can do your part by following a few simple energy conservation measures and educating your employees about the importance of using energy wisely.

Here are some examples on things you and your employees can do right now to lower energy costs:

- Have task lighting at individual workstations
- Install lighting occupancy sensors to automatically turn off lights
- Install power strips or smart strips to eliminate vampire loads & switch power off when not in use
- Turn off equipment, computers, printers, TVs, power strips and lights when leaving office
- Install ENERGY STAR Equipment

Find additional strategies in our [Green Office Guide](#).

Sustainability: Recycling Program

CommonWealth Partners fully supports waste reduction at this property. Our recycling program has a goal of recovering and recycling over 75% of the total waste that is generated at this site. Through this program, we want to educate you on how to reduce waste. Contact the Property Management Office to obtain recycling containers that are available for your space.

Here are a few strategies you can implement now that will help toward this effort:

- Print media and marketing materials on recycled and FSC certified paper
- Properly dispose of furniture and office equipment (Donate and/or Recycle)
- Refill toner and printer cartridges
- For external printing, request soy vegetable based ink
- Print media and marketing materials on recycled and FSC certified paper
- Each desk, printer & kitchen has recycling/trash can set
- Cancel unwanted paper publications and subscriptions or register for e-newsletters
- Replace paper towels for hand dryers

Find additional strategies in our [Green Office Guide.](#)

Sustainability: E-Waste Recycling

All of Commonwealth's properties participate in an annual E-waste event that typically takes place during Earth Day week in April. Please contact the Property Management Office for the next scheduled E-waste event or to make a special request for pickup.

Sustainability: Transportation Program

Transportation programs to encourage carpooling, use of public transit and minimizing unnecessary travel can lower employee costs and reduce greenhouse gas emissions to benefit local communities.

Some strategies for alternative transportation and sustainable commuting behavior include:

- Have an Alternative Commuting Transportation Program in place
- Perform an alternative transportation employee survey
- Provide transit fare reimbursement for employee commutes
- Use teleconferences and videoconferences to reduce travel

Find additional strategies in our [Green Office Guide](#).

Sustainability: Indoor Air Quality Reporting

OCCUPANT COMPLAINTS: Commonwealth has a comprehensive Indoor Air Quality program in place. **If you have a complaint:** Contact your Office Manager (tenant representative). The Office Manager should submit an online work order and an on-site staff member will be dispatched to follow up with it. Property Management will ensure that appropriate action is taken to mitigate the issue. Resolution is reported to the Office Manager.